

**intuit** Payroll

# Hiring Success Kit

*Everything you need to get started*

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# Is It Time to Hire?

## *Are you ready to take the leap?*

If you want to grow your business, at some point you're going to have to bring others on board. Here are some tell-tale signs that it's time to hire an employee.

It's time to hire if you:

- Need employees on day one of your business
- Turn away work because you're over-booked
- Can't find time to send invoices
- Can't get out from under your paperwork
- Lack time to pursue new product ideas and new clients
- Need someone with specialized skills critical to your business
- Want to grow a business you can sell eventually



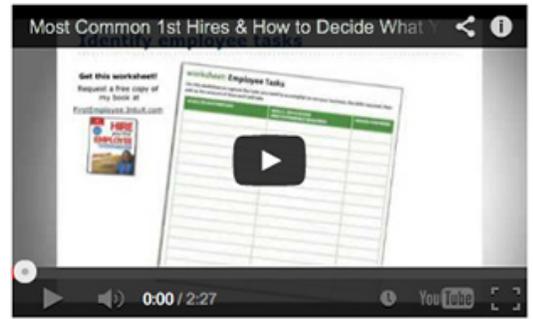
# How Much Help Do You Need?

## *What kind of employee to hire first?*

Consider how much time you need from an employee.  
Do you need a full-time worker? A part-timer?  
A contractor or consultant?

## *Define Employee Tasks*

➤ Use the enclosed “Employee Tasks” worksheet



The following is a comparison of the types of employees, and the advantages and disadvantages of each:

Employee Type	Advantages	Disadvantages	Payroll Taxes?	Quick Tips
<b>Full-time</b>	<ul style="list-style-type: none"> <li>• Larger labor pool to choose from</li> <li>• More staff stability</li> <li>• Increased attention and loyalty</li> <li>• Lower employee turnover</li> </ul>	<ul style="list-style-type: none"> <li>• More expensive</li> <li>• Less flexibility</li> <li>• Higher benefits costs</li> </ul>	Yes	30-40 hours per week generally constitutes full-time status
<b>Part-time</b>	<ul style="list-style-type: none"> <li>• Lower cost</li> <li>• Greater flexibility</li> <li>• Typically fewer benefits</li> <li>• You still have direct supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Likely increased turnover</li> <li>• Harder to find professional/skilled staff</li> <li>• Lower staff satisfaction</li> </ul>	Yes	You pay the same percentage in employment taxes for part-time as full-time employees
<b>Independent Contractor</b>	<ul style="list-style-type: none"> <li>• No employment taxes</li> <li>• Great flexibility</li> <li>• Experienced workers</li> <li>• No cost when not utilizing</li> </ul>	<ul style="list-style-type: none"> <li>• Higher per hour cost</li> <li>• May not be able to get them when you need them</li> <li>• Not under your supervision</li> </ul>	No	Make certain you are following all IRS rules or face stiff penalties
<b>Intern</b>	<ul style="list-style-type: none"> <li>• May be able to work for free if they get college credit</li> <li>• Low cost</li> <li>• Often eager and smart</li> </ul>	<ul style="list-style-type: none"> <li>• Inexperienced</li> <li>• Need considerable supervision</li> <li>• Inconsistent work standards</li> <li>• Quick turnover</li> </ul>	If paid, yes	You must pay interns at least minimum wage unless they're receiving school credit for their work



# Worksheet: How Much Can I afford?

Use this worksheet to estimate how much money you'll have available each month to go towards wages/salaries.

A. Current monthly profit	
B. Estimated increased monthly income	
<b>C. Subtotal: Add (A) profit and (B) increased income</b>	
D. Expected monthly salary/wages	
E. Estimated monthly taxes/benefits	
F. Estimated other monthly costs	
<b>G. Subtotal: Add (D) wages, (E) taxes/benefits and (F) other costs</b>	
<b>TOTAL: Subtract line G from line C</b>	

# Create a Job Description and Posting

## *Writing Effective Job Postings*

Before you write the posting, think about what you want the person to do, how much of their time you'll need, and what skills are required to do the job. A good job posting is specific and informative.

Be sure to include the basics like the job title, company name, location, whether it's a full-time or part-time position, and job responsibilities and requirements. It's also a good idea to provide a brief description of your company (what you do, type of work environment, etc.). Try to detail what the person will actually do and what specific role he or she will play within the company. If your job opening requires specific skills, education, certification, or experience, make sure to clearly state them. You also may want to consider including information about the pay. The more detailed your job posting, the more likely you are to make the right hire quickly.

Finally, tell the candidate how to apply for the job. Should they send an email or a fax, call you, come by your place of business, or apply online? Don't forget to include your contact information and check for misspellings.



# Job Application

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

## PERSONAL INFORMATION:

First Name : \_\_\_\_\_ Middle Name : \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address

City, State, Zip Code

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Are you eligible to work in the United States? Yes\_\_\_\_ No\_\_\_\_

If you are under age 18, do you have an employment/age certificate? Yes\_\_\_\_ No\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes\_\_\_\_ No\_\_\_\_

If yes, please explain:

## POSITION/AVAILABILITY:

Position Applied For

### Days/Hours Available

- Monday       Tuesday  
 Wednesday       Thursday  
 Friday       Saturday  
 Sunday

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

## EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

**EMPLOYMENT HISTORY:**

**Present or Last Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact Your Present Employer? Yes\_\_\_\_ No\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact Your Previous Employer? Yes\_\_\_\_ No\_\_\_\_

**References:**

Name, Title, Email, Address, and Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Payroll at a Glance

## What is Payroll?

There are essentially three main jobs for employers in the payroll process.

- 1. Paying employees** – At a specified interval you will calculate the employees’ wages, withhold the correct amount of taxes, and issue paychecks to the employees.
- 2. Paying payroll taxes** – After paying employees, you’ll need to pay government agencies the amount of taxes withheld from the employees’ paychecks, as well as your share of any taxes you owe as an employer.
- 3. Filing tax forms** – You’ll need to file tax forms that reconcile what you paid the government agencies to ensure the proper amounts are being paid. This usually takes place quarterly, but can be on a monthly or yearly basis depending on the tax form and government agency.



As the employer you’re responsible for EVERY aspect of payroll, but you do have many options when it comes to managing your company’s payroll.

## Payroll Management Options

There are five common methods for calculating and reporting payroll taxes. The following is a comparison of the advantages and disadvantages of each:

Method	Advantage	Disadvantage
<b>Manual System</b> (Pen, paper, calculator, etc.)	<ul style="list-style-type: none"> <li>• Full Control</li> </ul>	<ul style="list-style-type: none"> <li>• Tedious</li> <li>• Time-consuming</li> <li>• Prone to error</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>• Familiar with business’ global accounting information</li> </ul>	<ul style="list-style-type: none"> <li>• Financial expense</li> <li>• Less control</li> </ul>
<b>Payroll Software</b>	<ul style="list-style-type: none"> <li>• Calculations are automated</li> </ul>	<ul style="list-style-type: none"> <li>• Software learning curve</li> <li>• Deposits and reporting are a separate operation</li> </ul>
<b>“Full Service” Payroll Solution</b>	<ul style="list-style-type: none"> <li>• Shared liability</li> <li>• Saves time</li> <li>• Service handles deposits and filings</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll data often stored at service’s site</li> <li>• Less control</li> <li>• Less flexibility</li> </ul>
<b>Hybrid or Assisted Payroll Solution</b>	<ul style="list-style-type: none"> <li>• Control – payroll information is stored on your computer</li> <li>• Integration of payroll and accounting data – no “double entry”</li> <li>• Accuracy – payroll calculations are accurate and up to date</li> <li>• Shared liability saves time</li> </ul>	<ul style="list-style-type: none"> <li>• High level of communication and coordination needed</li> </ul>

## *Avoiding Common Pitfalls*

Whether you calculate your payroll yourself, have it done by an accountant, or use an outside service, federal and state laws dictate that reporting and payment of all payroll taxes are the employer's responsibility. Timeliness and accuracy are of utmost importance, and the method you choose for doing payroll is a vital business decision. Reliable software will help you make accurate calculations, but you still have to ensure that deposits are made on time. A reputable payroll service will generally make deposits for you and will share your liability for penalties, if errors occur.